

Getting Started

The first step in establishing a User Manager is to make certain you are already a registered user in Egrants. If you are not, follow the [Online Registration Quick Start Guide](#) to register.

Once you are a registered user with a User ID and Password, complete the Egrants [User Manager Registration Request Form](#) and e-mail or fax the form using the fax number on the form.

Once the above step is complete, you will only have the User Manager role. If you need additional roles to work on applications, reports, etc., you may add the necessary roles through the Administration User Maintenance screen. Please see the **Ongoing Maintenance** section of this tutorial for details on how to add roles to a current user